

BUILDING UTILIZATION PLAN: K232

INTRODUCTION

As described in greater detail in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to re-site and co-locate the elementary school grades of Uncommon Kings Collegiate Charter School (84K608, "Uncommon Kings Collegiate") to building K232 ("K232") beginning in the 2017-2018 school year. If this proposal is approved, Uncommon Kings Collegiate will be re-sited to K232 and co-located with East Flatbush Community Research School (18K581, "East Flatbush") and Middle School of Marketing and Legal Studies (18K598, "MS of Marketing and Legal Studies"), which are both district middle schools serving students in sixth through eighth grades. A "re-siting" means that students will attend classes in a building different from the building in which they currently attend classes and a "co-location" means that two or more school organizations are located in the same building and may share common spaces such as the auditorium, gymnasium, library and cafeteria. K232, which is located at 905 Winthrop Street, Brooklyn, NY 11203 in Community School District 18 ("District 18"), also houses three Community-based Organizations ("CBOs"): Beacon¹, Interborough Developmental and Consultation Center ("Interborough")², and Sports and Arts in Schools Foundation ("SASF")³.

Uncommon Charter ("Uncommon") is the charter management organization ("CMO") for Uncommon Kings Collegiate. Uncommon Kings Collegiate has been authorized by The State University of New York Charter Schools Institute ("SUNY") to serve students in kindergarten through twelfth grade. Uncommon Kings Collegiate currently serves students in fifth through eighth grades in building K252 ("K252"), located at 1084 Lenox Road, Brooklyn, NY 11212 in District 18 and serves students in kindergarten in building K854 ("K854"), located at 1784 Park Place, Brooklyn, NY 11233 in Community School District 23 ("District 23"). K854 is an annex to building K178 ("K178") and does not currently house any additional school organizations. If this proposal is approved, Uncommon Kings Collegiate's kindergarten would be re-sited from K854 to K232 beginning in the 2017-2018 school year, and Uncommon Kings Collegiate would expand to serve one additional one grade level per year until it reaches full scale serving students in kindergarten through fourth grade in the 2020-2021 school year. K232 is located approximately 0.8 miles away from K252, where the middle school grades of Uncommon Kings Collegiate are housed, and has adequate space to site the full complement of elementary school grades kindergarten through four of Uncommon Kings Collegiate.

In a separate EIS, the DOE is concurrently proposing to re-site Arts and Media Preparatory Academy (18K589, "Arts and Media Prep"), a district high school serving students in ninth through twelfth grades currently housed in K232, to building K515 ("K515"), and consolidate⁴ Arts and Media Prep with Victory Collegiate High School (18K576, "Victory Collegiate") in K515 beginning in the 2017-2018 school year.⁵ This proposal is contingent on the proposal to re-site and consolidate Arts and Media Prep in K515. These proposals will be voted on separately by the Panel for Educational Policy ("PEP") at their December meeting. If both proposals are approved, Uncommon Kings Collegiate will be co-located with East Flatbush and MS of Marketing and Legal Studies in K232 beginning in the 2017-2018 school year. If the proposal to re-site Arts and Media Prep to K515 and consolidate Arts and Media Prep with Victory Collegiate is not approved by the PEP, the DOE will reassess its plans for Uncommon Kings Collegiate and may propose an alternate siting plan for the elementary school grades of Uncommon Kings Collegiate for the 2017-2018 school year.

Pursuant to the New York Charter Schools Act of 1998 (as amended), the following plan outlines the proposed allocation of classrooms and administrative space between Uncommon Kings Collegiate, East Flatbush and MS of Marketing and Legal Studies if this proposal is approved by the PEP. It also includes a proposal for the collaborative usage of shared resources and spaces during the 2017-2018 year between Uncommon Kings Collegiate, East Flatbush and MS of Marketing and Legal Studies including, but not limited to, cafeterias, libraries, and gymnasiums to assure equitable access to such facilities. Schools' allocations are based on the Citywide Instructional Footprint ("Footprint"), which prescribes a minimum number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade.⁶ Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making between the co-located schools, and a description of the shared space committee ("SSC") is also

¹ For more information on Beacon, please visit <http://www1.nyc.gov/site/dycd/services/after-school/beacon-youth-programs.page>.

² For more information on Interborough, please visit <http://www.interborough.org/>.

³ For more information on SASF, please visit <https://safny.org/>.

⁴ A "consolidation" means that two or more existing school organizations are combined into one school to operate and serve students more effectively.

⁵ More information regarding this proposal can be found here: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2016-2017/December212016PanelMeeting.htm>

⁶ The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in DOE buildings. Its purpose is to ensure that the space allocation plan for all schools is fair and equitable. In co-location agreements, the parameters outlined in the Footprint should serve as a guideline for making decisions about the allocation of space, while empowering building occupants to make decisions that best meet the needs of all students in the building. The DOE Footprint can be found at:

http://schools.nyc.gov/Offices/OSP/KeyDocuments/Instructional_Footprint.

included. Please refer to the EIS, to which this plan is attached, for further information about the proposed co-location. As described throughout this document, the final shared space schedule will be collaboratively finalized by the Building Council if the proposal is approved by the PEP.

METHODOLOGY

The DOE has applied the Footprint to all schools outlined in this plan to allocate rooms in an unbiased manner, and has divided any remaining excess space equitably based on the proportion of the total students in the building enrolled by each school, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

As noted above, the Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class sizes a school has programmed and is confirmed by a walk-through of the building by a representative of the Office of Space Planning and a representative of the school.

For elementary schools serving grades K-5 and for pre-kindergarten programs, the Footprint assumes that classes are self-contained (“SC”), meaning that each class remains in its homeroom throughout the day except for when it is scheduled for a cluster activity (for example, art) or lunch, recess, etc. Further, the Footprint assumes that at those times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size classroom for each general education (“GE”) or Integrated Co-Teaching (“ICT”) section and a full-size or half-size classroom to accommodate each SC special education section served by the school. In addition, schools serving grades K-5 receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These classrooms can be used at the principal’s discretion for purposes such as art and/or music instruction, among other things.

At the elementary level, cluster classrooms are allocated as follows:

Enrollment	# of Cluster Rooms
1,251 and up	5
751-1,250	4
251-750	3
0-250	2

For grades 6-12, the Footprint assumes that students move from class to class and that classrooms should be programmed at maximum efficiency. The Footprint does not require that every teacher have his or her own designated classroom. Principals are asked to program their schools efficiently so that classrooms can be used for multiple purposes throughout the course of the school day. The Footprint allocates the number of baseline full-size equivalent (“FSE”) classrooms for student support services, resource rooms, and administrative space based on the grades a school serves and its enrollment at scale.

While the Footprint sets forth a baseline space allocation, school leaders are empowered to make decisions about how to utilize the space allocated to the school. Therefore, each principal makes decisions about how and where students will be served within the space allocated to the school. The DOE also provides support to the schools to ensure that the schools use the space efficiently in order to maximize capacity to support student needs and maintain appropriate delivery of special education and related services to students. Where appropriate, school leaders will have an opportunity to draw upon the expertise and guidance of the Office of Special Education, which is dedicated to promoting positive educational outcomes for students with disabilities.

Allocation of Classrooms and Administrative Space

According to a building walkthrough and survey performed on April 25, 2016 by a representative of the Office of Space Planning, K232 has a total of 64 full-size rooms,⁷ 8 half-size rooms,⁸ 11 quarter-size rooms,⁹ and 3.5 FSE of designed administrative office space. K232 also contains an auditorium, cafeteria, library, and gymnasium. The spaces listed below are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- The Nurse's Office occupies 1 quarter-size room.
- The Community Based Organization Beacon occupies 5 full-size rooms.
- The Community Based Organization Interborough occupies 1 full-size room.
- The Teacher's Lounge occupies 1 full-size room.
- The District 18 School Food Office occupies 1 full-size room.
- The Community Based Organization SASF occupies 1 quarter-size room.
- The School Based Support Team occupies the full-size equivalent of 0.5 designed administrative space.
- The parent coordinator's office occupies 1 half-size room.

Excluding the spaces outlined above, K232 has a total of 56 full-size rooms, 7 half-size rooms, 9 quarter-size rooms, and the full-size equivalent of 3.0 designed administrative office spaces remaining that can be allocated to schools.

Summary	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Building Total	64	8	11	3.5
Shared Spaces or Building Services	8	1	2	0.5
Remaining to be Allocated	56	7	9	3.0

⁷ Full-size classrooms have an area of 500 square feet or more.

⁸ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

⁹ Quarter-size rooms are smaller than 240 square feet.

2016-2017 (CURRENT SCHOOL YEAR):

The table below summarizes the total enrollment, grade spans, and number of sections of each school organization at K232 in the current 2016-2017 school year:

School Name	Enrollment ¹⁰	Grade Span	GE/ ICT Sections	SC Sections
East Flatbush	94	6-8	5	1
MS of Marketing and Legal Studies	150	6-8	6	1
Arts and Media Prep	204	9-12	8	0

The table below summarizes East Flatbush, MS of Marketing and Legal Studies and Arts and Media Prep's baseline Footprint allocations, which are based on the methodology described at the beginning of this document. East Flatbush, MS of Marketing and Legal Studies and Arts and Media Prep are currently using the space described in its baseline Footprint allocation.

2016-2017		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Total Current Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
East Flatbush	Baseline Footprint Allocation	6	2	0	2	0	2	2.5	9	0	1	0	17	2	3	0
MS of Marketing and Legal Studies	Baseline Footprint Allocation	7	2	2.0	1	0	0	3.0	12	1	5	0	20	3	5	2.0
Arts and Media Prep	Baseline Footprint Allocation	8	1	1.0	1	1	0	2.5	10	0	1	0	19	2	1	1.0

¹⁰ 2016-2017 Budget Register Projections.

As indicated in the preceding chart, in the current 2016-2017 school year:

- East Flatbush is currently allocated 17 full-size rooms, 2 half-size rooms, and 3 quarter-size rooms. This allocation includes 9 full-size rooms and 1 quarter-size room in excess of East Flatbush's baseline Footprint allocation.
- MS of Marketing and Legal Studies is currently allocated 20 full-size rooms, 3 half-size rooms, 5 quarter-size rooms, and 2.0 FSE rooms of designed administrative space. This allocation includes 12 full-size rooms, 1 half-size room, and 5 quarter-size rooms in excess of MS of Marketing and Legal Studies' baseline Footprint allocation.
- Arts and Media Prep is currently allocated 19 full-size rooms, 2 half-size rooms, 1 quarter-size room, and 1.0 FSE rooms of designed administrative space. This allocation includes 10 full-size rooms and 1 quarter-size room in excess of Arts and Media Prep's baseline Footprint allocation.

As shown in the table above, East Flatbush, MS of Marketing and Legal Studies and Arts and Media Prep are currently using rooms in excess of their baseline Footprint allocation. The table below summarizes the available space within K232 after East Flatbush, MS of Marketing and Legal Studies and Arts and Media Prep has received their baseline Footprint allocation of space.

2016-2017	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space in Excess of Baseline Footprint Allocation ¹¹	31	1	7	0

2017-2018 (FIRST YEAR OF PROPOSED IMPLEMENTATION):

If both proposals involving K232 are approved, beginning in 2017-2018, Arts and Media Prep will be re-sited and consolidated in K515 and Uncommon Kings Collegiate will serve students in kindergarten through first grade in K232 alongside East Flatbush and MS of Marketing and Legal Studies.

In the current 2016-2017 school year, Beacon is using 5 full-size rooms in K232. In years moving forward, Beacon will use 2 full-size rooms in K232 and the additional 3 full-size rooms previously utilized by Beacon will be full-size rooms to be allocated in K232. Consequently, K232 will have a total of 59 full-size rooms, 7 half-size rooms, 9 quarter size rooms and the full-size equivalent of 3.0 designed administrative office spaces remaining that can be allocated to schools in the 2017-2018 school year and moving forward.

- The Nurse's Office occupies 1 quarter-size room.
- The Community Based Organization Beacon will occupy 2 full-size rooms moving forward.
- The Community Based Organization Interborough occupies 1 full-size room.
- The Teacher's Lounge occupies 1 full-size room.
- The District 18 School Food Office occupies 1 full-size room.
- The Community Based Organization SASF occupies 1 quarter-size room.
- The School Based Support Team occupies 0.5 FSE of designed administrative space.
- The parent coordinator's office occupies 1 half-size room.

¹¹ Excess space allocation for the 2016-2017 school year is calculated based on the total rooms available in K232 less the current space allocation for each school.

Summary	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Building Total	64	8	11	3.5
Shared Spaces or Building Services	5	1	2	0.5
Remaining to be Allocated	59	7	9	3.0

As stated above, if both proposals involving K232 are approved, beginning in 2017-2018, Arts and Media Prep will be re-sited and consolidated in K515 and Uncommon Kings Collegiate will serve students in kindergarten through first grade in K232 alongside East Flatbush and MS of Marketing and Legal Studies. The table below summarizes the total projected enrollment, grade spans, and number of sections at each school in K232 in the 2017-2018 school year:

School Name	Projected Enrollment ¹²	Grade Span	GE/ICT Sections	SC Sections
East Flatbush	65-95	6-8	6	1
MS of Marketing and Legal Studies	120-150	6-8	6	1
Uncommon Kings Collegiate	160-180	K-1	6	0
Arts and Media Prep	-	-	-	-

¹² Projected enrollment figures are based on the 2016-2017 Budget Register Projections. Charter school projections in this BUP are based on authorized enrollment pursuant to the charter application except if otherwise indicated.

After East Flatbush, MS of Marketing and Legal Studies and Uncommon Kings Collegiate have received their respective baseline or adjusted baseline Footprint allocation of rooms, the following number of excess rooms remain:

2017-2018	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline or Adjusted Baseline Allocation	31	2	5	0

The DOE has adjusted MS of Marketing and Legal Studies' baseline Footprint allocation due to the lack of half-size spaces available in the building that are appropriate for instructional purposes. The DOE has allocated MS of Marketing and Legal Studies' 1 full-size room in lieu of 1 half-size room. This adjustment of 1 full-size room for 1 half-size room has been made to the baseline Footprint allocation for MS of Marketing and Legal Studies in each year of room allocations presented in this document moving forward.

The excess space will be allocated between East Flatbush, MS of Marketing and Legal Studies and Uncommon Kings Collegiate based upon the enrollment of the schools and the physical location of the available space in relation to the location of each school within the building.

The table below summarizes the full 2017-2018 room allocation plan for East Flatbush, MS of Marketing and Legal Studies and Uncommon Kings Collegiate based on their baseline or adjusted baseline Footprint allocations, plus the excess space allocations:¹³

¹³ More information about the Footprint can be found online at http://schools.nyc.gov/Offices/OSP/KeyDocuments/Instructional_Footprint.

2017-2018		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Additional (Excess) Allocation				Total Space Allocation				
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms		Quarter-Size Rooms	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
East Flatbush	Baseline Footprint Allocation	7	2	0	2	0	2	2.5	9	0	1	0	18	2	3	0
MS of Marketing and Legal Studies	Baseline Footprint Allocation	7	2	-	-	-	-	3.0	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	8	1	1.5	1	0	2	3.0	10	0	0	0	19	1	2	1.5
Uncommon Kings Collegiate	Baseline Footprint Allocation	9	2	1.5	1	0	0	2.5	12	2	4	0	22	4	4	1.5

As indicated in the preceding chart, in 2017-2018:

- The DOE will allocate East Flatbush 18 full-size rooms, 2 half-size rooms, and 3 quarter-size rooms. This allocation includes 9 full-size rooms and 1 quarter-size room in excess of East Flatbush's baseline Footprint allocation.
- The DOE will allocate MS of Marketing and Legal Studies 19 full-size rooms, 1 half-size room, 2 quarter-size rooms, and 1.5 FSE rooms of designed administrative space. This allocation includes 10 full-size rooms in excess of MS of Marketing and Legal Studies' adjusted baseline Footprint allocation.
- The DOE will allocate Uncommon Kings Collegiate 22 full-size rooms, 4 half-size rooms, 4 quarter-size rooms, and 1.5 FSE rooms of designed administrative space. This allocation includes 12 full-size rooms, 2 half-size rooms, and 4 quarter-size rooms in excess of Uncommon Kings Collegiate's baseline Footprint allocation.

The change in rooms for each school organization is reflected below:

ROOM CHANGE (+/-)	CURRENT 2016-2017 TOTAL SPACE ALLOCATIONS				PROPOSED 2017-2018 TOTAL SPACE ALLOCATIONS ¹⁴				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-Size Rooms	Half-Size Rooms	Quarter- Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter- Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter- Size Rooms	Designed Admin (FSE)
East Flatbush	17	2	3	0	18	2	3	0	+1	0	0	0
MS of Marketing and Legal Studies	20	3	5	2.0	19	1	2	1.5	-1	-2	-3	-0.5
Arts and Media Prep	19	2	1	1.0	-	-	-	-	-19	-2	-1	-1.0
Uncommon Kings Collegiate	-	-	-	-	22	4	4	1.5	+22	+4	+4	+1.5

2018-2019 (SECOND YEAR OF PROPOSED IMPLEMENTATION):

If both proposals involving K232 are approved, beginning in 2018-2019, Uncommon Kings Collegiate will serve students in kindergarten through second grade in K232 alongside East Flatbush and MS of Marketing and Legal Studies. The table below summarizes the total projected enrollment, grade spans, and number of sections at each school in K232 in the 2018-2019 school year:

School Name	Projected Enrollment	Grade Span	GE/ICT Sections	SC Sections
East Flatbush	60-90	6-8	6	1
MS of Marketing and Legal Studies	120-150	6-8	6	1
Uncommon Kings Collegiate	240-270	K-2	9	0
Arts and Media Prep	-	-	-	-

¹⁴ As noted above, beginning in the 2017-2018 school year, there are 3 additional full-size rooms to be allocated in K232 than in the 2016-2017 school year.

After East Flatbush, MS of Marketing and Legal Studies and Uncommon Kings Collegiate have received their respective baseline or adjusted baseline Footprint allocation of rooms, the following number of excess rooms remain:

2018-2019	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline or Adjusted Baseline Allocation	28	1	5	0

The excess space will be allocated between East Flatbush, MS of Marketing and Legal Studies and Uncommon Kings Collegiate based upon the enrollment of the schools and the physical location of the available space in relation to the location of each school within the building.

The table below summarizes the full 2018-2019 room allocation plan for East Flatbush, MS of Marketing and Legal Studies and Uncommon Kings Collegiate based on their baseline or adjusted baseline Footprint allocations, plus the excess space allocations:

2018-2019		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Additional (Excess) Allocation				Total Space Allocation				
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms		Quarter-Size Rooms	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
East Flatbush	Baseline Footprint Allocation	7	2	0	2	0	2	2.5	9	0	1	0	18	2	3	0
MS of Marketing and Legal Studies	Baseline Footprint Allocation	7	2	-	-	-	-	3.0	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	8	1	1.5	1	0	2	3.0	9	0	0	0	18	1	2	1.5
Uncommon Kings Collegiate	Baseline Footprint Allocation	12	2	1.5	1	1	0	3.0	10	1	4	0	23	4	4	1.5

As indicated in the preceding chart, in 2018-2019:

- The DOE will allocate East Flatbush 18 full-size rooms, 2 half-size rooms, and 3 quarter-size rooms. This allocation includes 9 full-size rooms and 1 quarter-size room in excess of East Flatbush's baseline Footprint allocation.
- The DOE will allocate MS of Marketing and Legal Studies 18 full-size rooms, 1 half-size room, 2 quarter-size rooms, and 1.5 FSE rooms of designed administrative space. This allocation includes 9 full-size rooms in excess of MS of Marketing and Legal Studies' adjusted baseline Footprint allocation.

- The DOE will allocate Uncommon Kings Collegiate 23 full-size rooms, 4 half-size rooms, 4 quarter-size rooms, and 1.5 FSE rooms of designed administrative space. This allocation includes 10 full-size rooms, 1 half-size room, and 4 quarter-size rooms in excess of Uncommon Kings Collegiate's baseline Footprint allocation.

The change in rooms for each school organization is reflected below:

ROOM CHANGE (+/-)	PROPOSED 2017-2018 TOTAL SPACE ALLOCATIONS				PROPOSED 2018-2019 TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-Size Rooms	Half-Size Rooms	Quarter- Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter- Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter- Size Rooms	Designed Admin (FSE)
East Flatbush	18	2	3	0	18	2	3	0	0	0	0	0
MS of Marketing and Legal Studies	19	1	2	1.5	18	1	2	1.5	-1	0	0	0
Uncommon Kings Collegiate	22	4	4	1.5	23	4	4	1.5	+1	0	0	0
Arts and Media Prep	-	-	-	-	-	-	-	-	-	-	-	-

2019-2020 (THIRD YEAR OF PROPOSED IMPLEMENTATION):

If both proposals involving K232 are approved, beginning in 2019-2020, Uncommon Kings Collegiate will serve students in kindergarten through third grade in K232 alongside East Flatbush and MS of Marketing and Legal Studies. The table below summarizes the total projected enrollment, grade spans, and number of sections at each school in K232 in the 2019-2020 school year:

School Name	Projected Enrollment	Grade Span	GE/ICT Sections	SC Sections
East Flatbush	60-90	6-8	6	1
MS of Marketing and Legal Studies	120-150	6-8	6	1
Uncommon Kings Collegiate	320-360	K-3	12	0
Arts and Media Prep	-	-	-	-

After East Flatbush, MS of Marketing and Legal Studies and Uncommon Kings Collegiate have received their respective baseline or adjusted baseline Footprint allocation of rooms, the following number of excess rooms remain:

2019-2020	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline or Adjusted Baseline Allocation	26	0	1	0

The excess space will be allocated between East Flatbush, MS of Marketing and Legal Studies and Uncommon Kings Collegiate based upon the enrollment of the schools and the physical location of the available space in relation to the location of each school within the building.

The table below summarizes the full 2019-2020 room allocation plan for East Flatbush, MS of Marketing and Legal Studies and Uncommon Kings Collegiate based on their baseline or adjusted baseline Footprint allocations, plus the excess space allocations:

2019-2020		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Additional (Excess) Allocation				Total Space Allocation				
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms		Quarter-Size Rooms	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
East Flatbush	Baseline Footprint Allocation	7	2	0	2	0	2	2.5	8	0	1	0	17	2	3	0
MS of Marketing and Legal Studies	Baseline Footprint Allocation	7	2	-	-	-	-	3.0	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	8	1	1.5	1	0	2	3.0	7	0	0	0	16	1	2	1.5
Uncommon Kings Collegiate	Baseline Footprint Allocation	15	2	1.5	0	2	4	3.5	11	0	0	0	26	4	4	1.5

As indicated in the preceding chart, in 2019-2020:

- The DOE will allocate East Flatbush 17 full-size rooms, 2 half-size rooms, and 3 quarter-size rooms. This allocation includes 8 full-size rooms and 1 quarter-size room in excess of East Flatbush's baseline Footprint allocation.
- The DOE will allocate MS of Marketing and Legal Studies 16 full-size rooms, 1 half-size room, 2 quarter-size rooms, and 1.5 FSE rooms of designed administrative space. This allocation includes 7 full-size rooms in excess of MS of Marketing and Legal Studies' adjusted baseline Footprint allocation.
- The DOE will allocate Uncommon Kings Collegiate 26 full-size rooms, 4 half-size rooms, 4 quarter-size rooms and 1.5 FSE rooms of designed administrative space. This allocation includes 11 full-size rooms in excess of Uncommon Kings Collegiate's baseline Footprint allocation.

The change in rooms for each school organization is reflected below:

ROOM CHANGE (+/-)	PROPOSED 2018-2019 TOTAL SPACE ALLOCATIONS				PROPOSED 2019-2020 TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-Size Rooms	Half-Size Rooms	Quarter- Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter- Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter- Size Rooms	Designed Admin (FSE)
East Flatbush	18	2	3	0	17	2	3	0	-1	0	0	0
MS of Marketing and Legal Studies	18	1	2	1.5	16	1	2	1.5	-2	0	0	0
Uncommon Kings Collegiate	23	4	4	1.5	26	4	4	1.5	+3	0	0	0
Arts and Media Prep	-	-	-	-	-	-	-	-	-	-	-	-

2020-2021 (FOURTH AND FINAL YEAR OF PROPOSED IMPLEMENTATION):

If both proposals involving K232 are approved, beginning in 2020-2021, Uncommon Kings Collegiate will serve students in kindergarten through fourth grade in K232 alongside East Flatbush and MS of Marketing and Legal Studies. The table below summarizes the total projected enrollment, grade spans, and number of sections at each school in K232 in the 2020-2021 school year:

School Name	Projected Enrollment	Grade Span	GE/ICT Sections	SC Sections
East Flatbush	60-90	6-8	6	1
MS of Marketing and Legal Studies	120-150	6-8	6	1
Uncommon Kings Collegiate	400-450	K-4	15	0
Arts and Media Prep	-	-	-	-

After East Flatbush, MS of Marketing and Legal Studies and Uncommon Kings Collegiate have received their respective baseline or adjusted baseline Footprint allocation of rooms, the following number of excess rooms remain:

2020-2021	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline or Adjusted Baseline Allocation	22	1	1	0

The excess space will be allocated between East Flatbush, MS of Marketing and Legal Studies and Uncommon Kings Collegiate based upon the enrollment of the schools and the physical location of the available space in relation to the location of each school within the building.

The table below summarizes the full 2020-2021 room allocation plan for East Flatbush, MS of Marketing and Legal Studies and Uncommon Kings Collegiate based on their baseline or adjusted baseline Footprint allocations, plus the excess space allocations:

2020-2021		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
East Flatbush	Baseline Footprint Allocation	7	2	0	2	0	2	2.5	8	0	1	0	17	2	3	0
MS of Marketing and Legal Studies	Baseline Footprint Allocation	7	2	-	-	-	-	3.0	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	8	1	1.5	1	0	2	3.0	7	0	0	0	16	1	2	1.5
Uncommon Kings Collegiate	Baseline Footprint Allocation	18	2	1.5	1	1	4	4.0	7	1	0	0	26	4	4	1.5

As indicated in the preceding chart, in 2020-2021:

- The DOE will allocate East Flatbush 17 full-size rooms, 2 half-size rooms, and 3 quarter-size rooms. This allocation includes 8 full-size rooms and 1 quarter-size room in excess of East Flatbush's baseline Footprint allocation.
- The DOE will allocate MS of Marketing and Legal Studies 16 full-size rooms, 1 half-size room, 2 quarter-size rooms, and 1.5 FSE rooms of designed administrative space. This allocation includes 7 full-size rooms in excess of MS of Marketing and Legal Studies' adjusted baseline Footprint allocation.
- The DOE will allocate Uncommon Kings Collegiate 26 full-size rooms, 4 half-size rooms, 4 quarter-size rooms, and 1.5 FSE rooms of designed administrative space. This allocation includes 7 full-size rooms and 1 half-size room in excess of Uncommon Kings Collegiate's baseline Footprint allocation.

Shared Space Plan

A proposed Shared Space Plan ("SSP") for the 2017-2018 school year is below. The following plan is based on the estimated duration of time each of the co-located schools will have in each of the shared spaces in K232. The final shared space plan will be collaboratively drafted by the Building Council ("BC") if both proposals are approved by the PEP. The allocated time for each of the co-located schools in subsequent years will be adjusted based on the phase-in process of Uncommon Kings Collegiate, as well as the total enrollment.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SSP

This proposed SSP is based upon each school's projected enrollment and other relevant factors further described below for each school. Although the DOE has proposed how the shared spaces in the building may be utilized, BCs are free to deviate from the proposed SSP to accommodate specific programmatic needs of all special populations or groups within each school as is feasible and equitable, provided that the BC comes to an agreement of the final SSP collaboratively. (NOTE: The BC will revisit the SSP and its schedules on an annual basis to account for any changes in enrollment or programmatic needs. If conflicts emerge and progress is impaired, the BC will follow the dispute resolution procedures outlined in the Campus Policy Memo available at the following link: <http://schools.nyc.gov/community/campusgov>.)

The below proposed SSP is based on projected enrollments, East Flatbush and MS of Marketing and Legal Studies' current space allocations, East Flatbush and MS of Marketing and Legal Studies' lunch schedule as described on the DOE School Food website,¹⁵ the total capacity of each shared space, the grades served by each of the co-located schools, and the start and end time of East Flatbush and MS of Marketing and Legal Studies based on the Office of Pupil Transportation's bus schedule for a regular school day as well as the anticipated school day for Uncommon Kings Collegiate.¹⁶ Where possible, the proposed SSP maintains East Flatbush and MS of Marketing and Legal Studies' current allocation of time for breakfast and lunch. If both proposals involving K232 are approved, 2017-2018 will be the first year that Uncommon Kings Collegiate will be co-located in the building and therefore, it may be necessary to shorten or change some of the times that have been used by East Flatbush and MS of Marketing and Legal Studies so that all students in the building may be accommodated in 2017-2018 and subsequent school years.

Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon East Flatbush and MS of Marketing and Legal Studies' current use of the cafeteria, the projected enrollment of each school, the capacity of the cafeteria, and the grade levels served by each school.
- In the proposed plan below, East Flatbush, MS of Marketing and Legal Studies and Uncommon Kings Collegiate are allocated separate lunch times in the cafeteria, which has the capacity to hold 560 students.
- The DOE proposes that Uncommon Kings Collegiate receive the greatest amount of time in the cafeteria because this school will serve the greatest number of students in the 2017-2018 school year. In the proposed plan, Uncommon Kings Collegiate will be allocated 1 hour and 15 minutes daily in the cafeteria for lunch. East Flatbush will be allocated 45 minutes daily in the cafeteria for lunch. MS of Marketing and Legal Studies will be allocated 60 minutes daily in the cafeteria for lunch.
- With regard to breakfast, the DOE notes that, traditionally, not all students have opted to participate in the breakfast program at East Flatbush and MS of Marketing and Legal Studies. Both schools currently use the cafeteria from 7:30 a.m. to 8:00 a.m. daily for breakfast. East Flatbush and MS of Marketing and Legal Studies will both continue to be allocated the cafeteria for breakfast from 7:30 a.m. to 8:00 a.m. Uncommon Kings Collegiate will be allocated the cafeteria from 7:00 a.m. to 7:30 a.m. for breakfast.

Gymnasiums, Library, and Auditorium

Gymnasiums

- There are two gymnasiums in the building, each with the capacity to serve 180 students.

¹⁵ See the DOE's School Food website at: <http://www.schoolfoodnyc.org/public1/default.aspx?logout=1>.

¹⁶ See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

- The DOE proposes that time in each gymnasium be allocated relative to the projected enrollment of each school.
- The DOE proposes that Uncommon Kings Collegiate receive the greatest amount of time in each gymnasium because this school will serve the greatest number of students in the 2017-2018 school year. Uncommon Kings Collegiate has been allocated 1 hour and 15 minutes daily in each gymnasium. East Flatbush has been allocated 45 minutes daily in each gymnasium. MS of Marketing and Legal Studies has been allocated 1 hour daily in each gymnasium.

Library

- There is one library in the building.
- The DOE proposes that time in the library be allocated relative to the projected enrollments of each school.
- The DOE proposes that Uncommon Kings Collegiate receive the greatest amount of time in the library because this school will serve the greatest number of students in the 2017-2018 school year. Uncommon Kings Collegiate has been allocated 1 hour and 15 minutes daily. East Flatbush has been allocated 45 minutes daily. MS of Marketing and Legal Studies has been allocated 1 hour daily.

Auditorium

- There is one auditorium in the building, which has the capacity to hold 672 students.
- The DOE proposes that time in the auditorium be allocated relative to the projected enrollment of each school.
- The DOE proposes that Uncommon Kings Collegiate receive the greatest amount of time in the library because this school will serve the greatest number of students in the 2017-2018 school year. Uncommon Kings Collegiate has been allocated 1 hour and 15 minutes daily. East Flatbush has been allocated 45 minutes daily. MS of Marketing and Legal Studies has been allocated 1 hour daily.

After-School Programs

- In the schedule below, the DOE does not allocate any time in the shared spaces after the end of the school day. The BC will address all requests for use of the shared spaces after school hours and may allocate the shared space as needed for after-school programs.

Based on information from the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, East Flatbush's school day runs from approximately 8:00 a.m. to 2:40 p.m. Monday through Friday and MS of Marketing and Legal Studies' school day runs from approximately 8:00 a.m. to 2:40 p.m. Uncommon Kings Collegiate's school day runs from approximately 7:15 a.m. to 4:00 p.m. Mondays through Thursdays and 7:15 a.m. to 12:15 p.m. on Fridays.

Based on the explanations provided above, the DOE believes that the proposed Shared Space Plan below is feasible and that each school is being treated equitably and comparably in its ability to use all shared spaces in the building.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 560)	<u>Breakfast:</u> East Flatbush 7:30a.m.-8:00a.m. MS of Marketing and Legal Studies 7:30a.m.-8:00a.m. Uncommon Kings Collegiate 7:00a.m.-7:30a.m.	<u>Breakfast:</u> East Flatbush 7:30a.m.-8:00a.m. MS of Marketing and Legal Studies 7:30a.m.-8:00a.m. Uncommon Kings Collegiate 7:00a.m.-7:30a.m.	<u>Breakfast:</u> East Flatbush 7:30a.m.-8:00a.m. MS of Marketing and Legal Studies 7:30a.m.-8:00a.m. Uncommon Kings Collegiate 7:00a.m.-7:30a.m.	<u>Breakfast:</u> East Flatbush 7:30a.m.-8:00a.m. MS of Marketing and Legal Studies 7:30a.m.-8:00a.m. Uncommon Kings Collegiate 7:00a.m.-7:30a.m.	<u>Breakfast:</u> East Flatbush 7:30a.m.-8:00a.m. MS of Marketing and Legal Studies 7:30a.m.-8:00a.m. Uncommon Kings Collegiate 7:00a.m.-7:30a.m.
	<u>Lunch:</u> East Flatbush 12:45p.m.-1:30p.m. MS of Marketing and Legal Studies 11:45a.m.-12:45p.m. Uncommon Kings Collegiate 10:30a.m.-11:45a.m.	<u>Lunch:</u> East Flatbush 12:45p.m.-1:30p.m. MS of Marketing and Legal Studies 11:45a.m.-12:45p.m. Uncommon Kings Collegiate 10:30a.m.-11:45a.m.	<u>Lunch:</u> East Flatbush 12:45p.m.-1:30p.m. MS of Marketing and Legal Studies 11:45a.m.-12:45p.m. Uncommon Kings Collegiate 10:30a.m.-11:45a.m.	<u>Lunch:</u> East Flatbush 12:45p.m.-1:30p.m. MS of Marketing and Legal Studies 11:45a.m.-12:45p.m. Uncommon Kings Collegiate 10:30a.m.-11:45a.m.	<u>Lunch:</u> East Flatbush 12:45p.m.-1:30p.m. MS of Marketing and Legal Studies 11:45a.m.-12:45p.m. Uncommon Kings Collegiate 10:30a.m.-11:45a.m.
Gymnasium 1 (Capacity: 180)	East Flatbush 9:15a.m.-10:00a.m. MS of Marketing and Legal Studies 10:00a.m.-11:00a.m. Uncommon Kings Collegiate 8:00a.m.-9:15a.m.	East Flatbush 9:15a.m.-10:00a.m. MS of Marketing and Legal Studies 10:00a.m.-11:00a.m. Uncommon Kings Collegiate 8:00a.m.-9:15a.m.	East Flatbush 9:15a.m.-10:00a.m. MS of Marketing and Legal Studies 10:00a.m.-11:00a.m. Uncommon Kings Collegiate 8:00a.m.-9:15a.m.	East Flatbush 9:15a.m.-10:00a.m. MS of Marketing and Legal Studies 10:00a.m.-11:00a.m. Uncommon Kings Collegiate 8:00a.m.-9:15a.m.	East Flatbush 9:15a.m.-10:00a.m. MS of Marketing and Legal Studies 10:00a.m.-11:00a.m. Uncommon Kings Collegiate 8:00a.m.-9:15a.m.
Gymnasium 2 (Capacity: 180)	East Flatbush 2:00p.m.-2:45p.m. MS of Marketing and Legal Studies 1:00p.m.-2:00p.m. Uncommon Kings Collegiate 11:45a.m.-1:00p.m.	East Flatbush 2:00p.m.-2:45p.m. MS of Marketing and Legal Studies 1:00p.m.-2:00p.m. Uncommon Kings Collegiate 11:45a.m.-1:00p.m.	East Flatbush 2:00p.m.-2:45p.m. MS of Marketing and Legal Studies 1:00p.m.-2:00p.m. Uncommon Kings Collegiate 11:45a.m.-1:00p.m.	East Flatbush 2:00p.m.-2:45p.m. MS of Marketing and Legal Studies 1:00p.m.-2:00p.m. Uncommon Kings Collegiate 11:45a.m.-1:00p.m.	East Flatbush 2:00p.m.-2:45p.m. MS of Marketing and Legal Studies 1:00p.m.-2:00p.m. Uncommon Kings Collegiate 9:15a.m.-10:30a.m.

<p>Auditorium (Capacity: 672)</p>	<p>East Flatbush 8:00a.m.-8:45a.m.</p> <p>MS of Marketing and Legal Studies 8:45a.m.-9:45a.m.</p> <p>Uncommon Kings Collegiate 1:00p.m.-2:15p.m.</p>	<p>East Flatbush 8:00a.m.-8:45a.m.</p> <p>MS of Marketing and Legal Studies 8:45a.m.-9:45a.m.</p> <p>Uncommon Kings Collegiate 1:00p.m.-2:15p.m.</p>	<p>East Flatbush 8:00a.m.-8:45a.m.</p> <p>MS of Marketing and Legal Studies 8:45a.m.-9:45a.m.</p> <p>Uncommon Kings Collegiate 1:00p.m.-2:15p.m.</p>	<p>East Flatbush 8:00a.m.-8:45a.m.</p> <p>MS of Marketing and Legal Studies 8:45a.m.-9:45a.m.</p> <p>Uncommon Kings Collegiate 1:00p.m.-2:15p.m.</p>	<p>East Flatbush 8:00a.m.-8:45a.m.</p> <p>MS of Marketing and Legal Studies 8:45a.m.-9:45a.m.</p> <p>Uncommon Kings Collegiate 9:45a.m.-10:30a.m. 11:45a.m.-12:15p.m.</p>
<p>Library</p>	<p>East Flatbush 8:00a.m.-8:45a.m.</p> <p>MS of Marketing and Legal Studies 8:45a.m.-9:45a.m.</p> <p>Uncommon Kings Collegiate 1:00p.m.-2:15p.m.</p>	<p>East Flatbush 8:00a.m.-8:45a.m.</p> <p>MS of Marketing and Legal Studies 8:45a.m.-9:45a.m.</p> <p>Uncommon Kings Collegiate 1:00p.m.-2:15p.m.</p>	<p>East Flatbush 8:00a.m.-8:45a.m.</p> <p>MS of Marketing and Legal Studies 8:45a.m.-9:45a.m.</p> <p>Uncommon Kings Collegiate 1:00p.m.-2:15p.m.</p>	<p>East Flatbush 8:00a.m.-8:45a.m.</p> <p>MS of Marketing and Legal Studies 8:45a.m.-9:45a.m.</p> <p>Uncommon Kings Collegiate 1:00p.m.-2:15p.m.</p>	<p>East Flatbush 8:00a.m.-8:45a.m.</p> <p>MS of Marketing and Legal Studies 8:45a.m.-9:45a.m.</p> <p>Uncommon Kings Collegiate 9:45a.m.-10:30a.m. 11:45a.m.-12:15p.m.</p>

Building Safety and Security

Pursuant to Chancellor's Regulation A-414,¹⁷ every school/campus must have a School Safety Committee ("SSC"). The committee plays an essential role in the establishment of safety procedures, the communication of expectations and responsibilities of students and staff, and the design of prevention and intervention strategies and programs specific to the needs of the school. The committee is comprised of various members of the school community, including the principal(s); designees of all other programs operating within the building; United Federations of Teachers Chapter Leader; Custodial Engineer/designee; and In-house School Safety Agent Level III. The committee is responsible for addressing safety matters on an ongoing basis and making appropriate recommendations to the principal(s) when it identifies the need for additional security measures, intervention, training, etc.

The SSC must meet once each month. During each school year, one annual Town Hall meeting must also be held, which is open to all parents in the schools/campus. The meeting is conducted for the purpose of allowing parents to discuss concerns regarding the school, including matters relating to school safety agents. For this reason, the School Safety Division and local police precinct must be invited to participate in this meeting.

The committee is also responsible for developing a comprehensive School Safety Plan ("SSP") which defines the normal operations of the site and what procedures are in place in the event of an emergency. The plan must be consistent with the Citywide prescribed SSP model. Each program operating within a school must enter program-specific information in the SSP. Safety plans are updated annually by the SSC in order to meet changing security needs, changes in organization, and building conditions and other factors. In addition, the SSC recommends changes in the safety plan at any other time when it is necessary to address security concerns.

Consistent with the process described above, if the proposals are approved, the respective leader(s)/designee(s) of East Flatbush, MS of Marketing and Legal Studies and Uncommon Kings Collegiate will be part of the K232 SSC. As a member of the SSC, the leaders/designees of East Flatbush, MS of Marketing and Legal Studies and Uncommon Kings Collegiate will participate in the development of the building's SSP and ensure that any security-related issues or needs which may arise with respect to the co-location of East Flatbush, MS of Marketing and Legal Studies and Uncommon Kings Collegiate will be addressed on an ongoing basis. Moreover, the SSP for the K232 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader(s)/designee(s) of East Flatbush, MS of Marketing and Legal Studies and Uncommon Kings Collegiate will enter information in the K232 schools' overall SSP to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team that will consist of trained staff members from each of the schools in K232, and that is activated when emergencies or large building-wide events occur. The members of this team must be identified and listed in the SSP.

The completed SSP for the K232 school building will be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval. If changes or modifications are necessary, the School Safety Committee will be advised. Once the SSP is approved, it will be submitted to the New York City Police Department ("NYPD") for final approval and certification by the NYPD.

Proposed Communications Strategy

As per the Campus Policy Memo,¹⁸ co-located schools must actively participate in a Building Council, which is a campus structure for administrative decision-making for issues impacting all schools in the building. Only principals and charter school leaders serve on the Building Council. The Building Council meets at least once a month to discuss and resolve issues related to the smooth daily operation of all the schools in the building and the safety of the students they serve. The Building Council principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students and parents, especially as related to issues of safety, shared space, campus schedules, split-staff agreements and extended facility use.

An SSC shall be established by the principals of the schools at campuses where charter schools are co-located in a public school building with one or more non-charter schools or District 75 schools, as set forth in Chancellor's Regulation A-190. With respect to charter school co-locations approved after May 28, 2010, the effective date of the amended Charter Schools Act, the SSC reviews the implementation of the BUP once it has been approved by the PEP. With respect to charter schools that were approved to be located or co-located in a public school

¹⁷ Chancellor's Regulation A-414 is available at <http://schools.nyc.gov/NR/rdonlyres/E8107B84-BB3C-4CFF-ABFA-2D939CBAB46E/0/A41432410FINAL.pdf>.

¹⁸ Campus Policy Memo is available at <http://schools.nyc.gov/community/campusgov/KeyDocuments/>.

building prior to the effective date of the amended Charter Schools Act, the SSC reviews implementation of the current building space plans in place at those buildings. The SSC meets at least four times per year.

The SSC is comprised of the principal, a teacher, and a parent of each co-located school. With respect to a non-charter school's teacher and parent members, such SSC members shall be selected by the corresponding constituent member of the School Leadership Team of the school. Charter school leaders will work with their constituencies to select the parent and teacher representing that school. SSC agendas and minutes must be shared with the BC. SSC members may be asked to communicate with their constituencies about the BUP and its campus implementation.